

POD PLANNING GUIDE

WASHOE COUNTY
HEALTH DISTRICT

ENHANCING QUALITY OF LIFE

INTRODUCTION

This guide is intended to be a simplified step-by-step guide through the process of planning a Point of Dispensing (POD) site. PODs are used to dispense medications or vaccinations to a large number of people in a short period of time.

Each step and the tasks associated will be explained with instructions for completion. This guide is a useful resource to identify, coordinate, staff, supply, and exercise POD plans. All of the POD documents and details about how to access and complete each one are available from the main POD Planning and Activation Tools page.

THE ROLE OF PRIVATE PODS IN WASHOE COUNTY EMERGENCY PREPAREDNESS

The Washoe County Health District already has POD plans in place for public health emergencies. Private PODs are a part of these plans and help the Health District to rapidly and efficiently dispense preventive medications or vaccine to the entire Washoe County population. Private PODs help to relieve public POD congestion and get medications to the public faster.

STRATEGIC NATIONAL STOCKPILE (SNS)

The SNS is the United States' national repository of antibiotics, vaccines, chemical antidotes, antitoxins, and other critical medical equipment and supplies.

Your organization will need to collaborate with WCHD to request a supply of medications from the national stockpile in the event of an emergency.

Have a count of the number of people you will supply with medications ready at the time of the emergency. This can be accomplished by maintaining accurate records and forms for employees and their household members.



STEPS FOR BECOMING A POD PARTNER

- 1. Appoint a planning committee**
- 2. Sign MOU with WCHD**
- 3. Identify your population**
- 4. Pick a POD location**
- 5. Complete a POD Registry form with WCHD**
- 6. Design the layout of your POD with help from WCHD**
- 7. Identify equipment needs**
- 8. Identify staffing needs**
- 9. Consider law enforcement/security needs for your POD**
- 10. POD medical forms**
- 11. Download a template plan**
- 12. Exercise your POD Plan**

1. APPOINT A PLANNING COMMITTEE

Appoint a committee or workgroup that can use this guide to develop a comprehensive Private POD Site Plan.

Key people to include:
Human Resource Personnel
Managers
Medical advisors
Logistics Specialists
Security Staff

2. Memorandum of Understanding (MOU)

This is a legal document that must be completed before a POD site can be established. The MOU is an agreement of understanding entered into between the Washoe County Health District and the Private POD Partner.

The MOU is intended to outline the understanding between the parties for the planning and provision of mass prophylaxis in the event of a public health emergency.

3. IDENTIFY YOUR POPULATION

Determining the total number of people that your POD site should expect to serve is a crucial step in the POD planning process. This step will help to determine the size, location, layout, and required staff needed for the POD.

Decide whether your POD will be open to just staff, or staff and their families. Determine the total number of staff you have and an approximate size of their families (3-4 is a good average to use). Calculate the total number of people the POD is likely to serve.

4. POD LOCATION

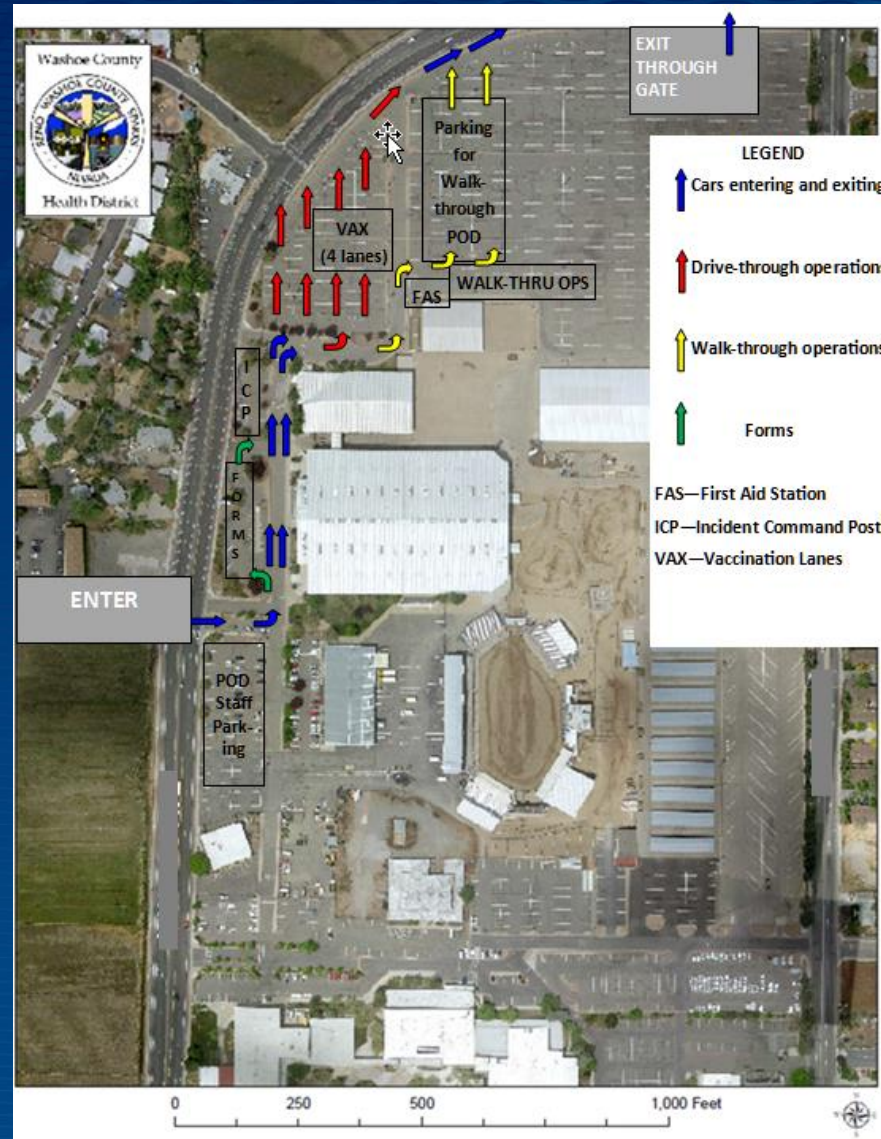
In order to dispense medications to a large number of people in a relatively short time, you will need to identify ahead of time a specific location (or locations) that is capable of holding a POD site. The location(s) should be fairly large and open, such as a large meeting room.

POD site locations should have some key features:

- **Separate entrance and exit**
- **Easily identifiable and accessible**
- **Able to accommodate tables, chairs and large numbers of people**
- **Place to secure medications and supplies**
- **Able to accommodate people with disabilities**

SAMPLE DRIVE-THROUGH POD LOCATION

This is an example of a Drive-Through POD Location and would not be an actual POD site in a real emergency.



5. POD REGISTRY FORM

This is a form that must be completed to enroll and identify your POD site as a Washoe County Health District Private POD Partner. This form will allow your organization to receive the necessary medications and supplies needed to activate your POD.

This form will include organizational information, the address you want medications delivered to, the number of people you will need medication for, and contact information for your POD

A Washoe County Health District Employee will help you to complete this form.

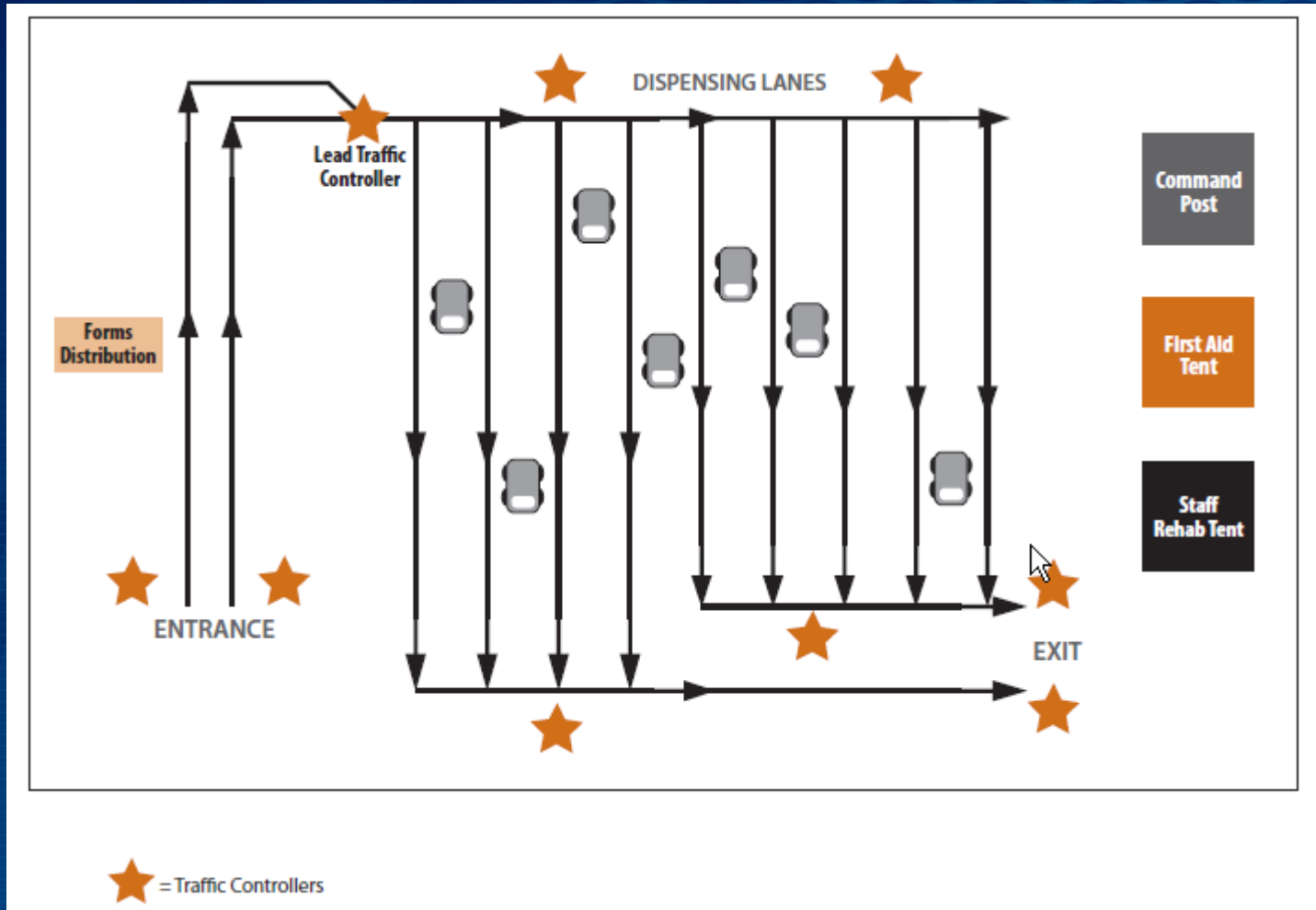
6. POD LAYOUT

- The design and layout of the POD site will impact the efficiency of POD operations.
- Work with WCHD to design the floor plan to maximize flow of POD participants.
- Make a sketch of the floor plan

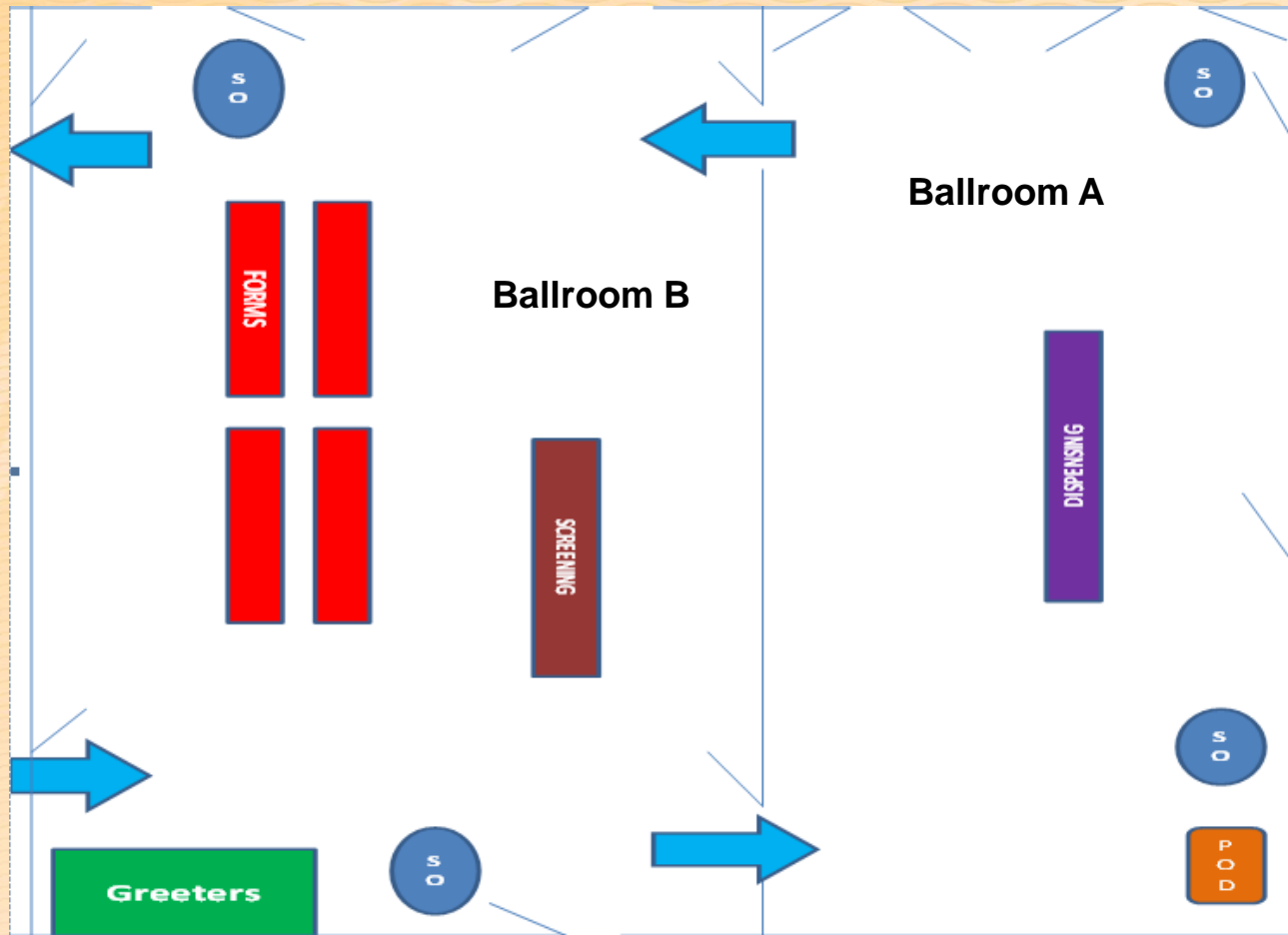
Take into consideration:

- POD goals
- Where people will enter and exit
- Secure location for medications

DRIVE THROUGH POD LAYOUT EXAMPLE



WALK THROUGH POD LAYOUT EXAMPLE



7. POD EQUIPMENT NEEDS

To ensure that the POD site will be ready for activation, create a checklist of equipment and supplies you will need to operate the POD. In the event of POD activation the POD site should be properly stocked with all of the essential materials, staff, and equipment. The POD site needs checklist will help to achieve this.

EXAMPLE POD SITE NEEDS CHECKLIST

The following items are examples of items needed at each dispensing site:

- ___ Adequate Parking
- ___ ADA Accessible Restrooms
- ___ Break Rooms for Staff
- ___ Secure Medication Storage
- ___ Notepads
- ___ Photocopier/Paper
- ___ Telephone Availability
- ___ Computer and Printer
- ___ Fax Machine
- ___ File Folders and File Boxes
- ___ Tables and Chairs
- ___ First Aid
- ___ Wastebaskets/Linings
- ___ Office Supplies (pens, staplers, clipboards, etc.)
- ___ List of Emergency Numbers (Health District, Law Enforcement, Emergency Medical Services)
- ___ Signs to Identify Each Station
- ___ Food and Water
- ___ Vests (bright vest colors for those assisting with traffic flow during drive-through operations)
- ___ Sunscreen, pop-up tents and/or umbrellas
- ___ Cones and barricades for drive-through operations
- ___ Stanchions for walk-through operations
- ___ FAS and/or 800 MHz radios
- ___ Extra ice chests for vaccine storage

*Medical supplies and medication/vaccine will be provided by the Center for Disease Control and Prevention via the Strategic National Stockpile. Medical Screening Forms and Vaccine Consent Forms will be provided by the Washoe County Health District.

8. POD STAFFING NEEDS

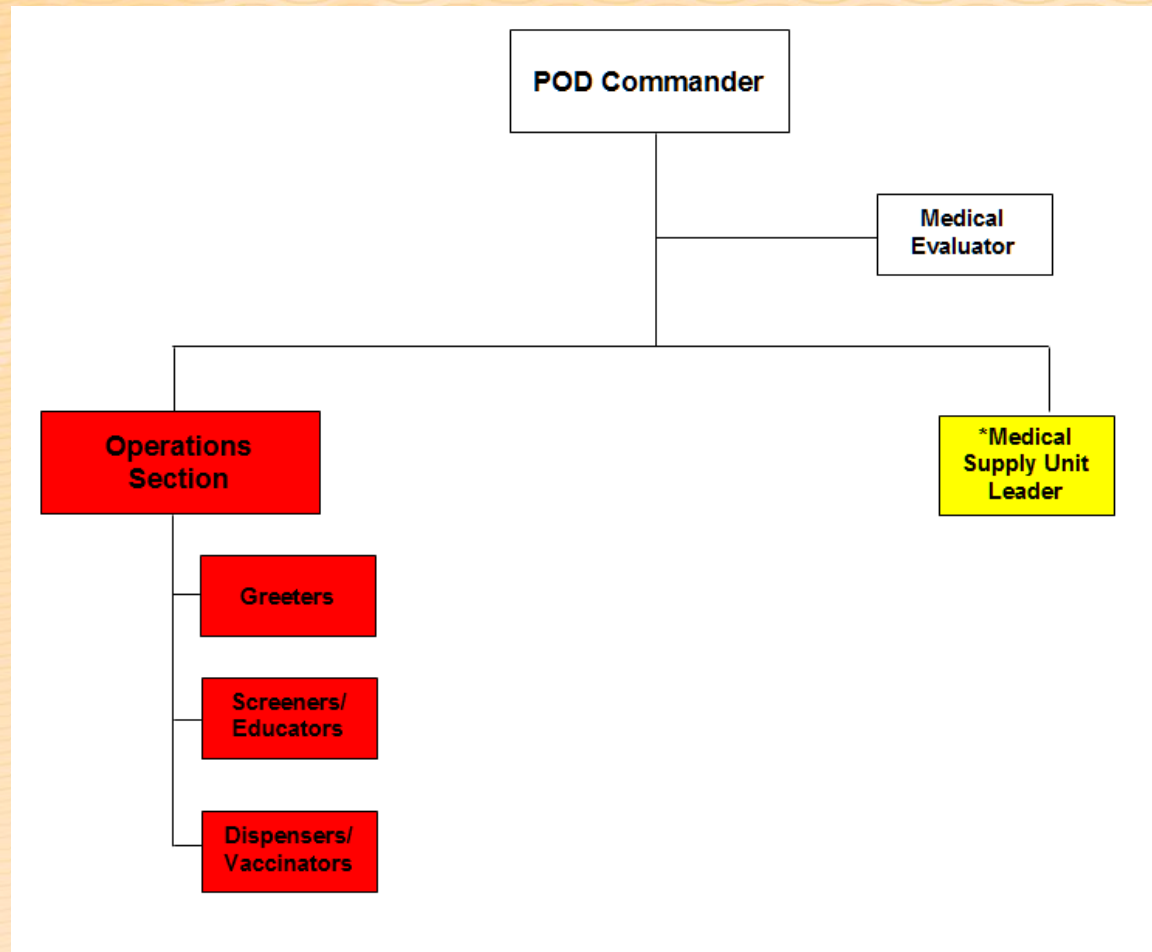
The Incident Command System (ICS) provides a proven staffing structure for emergencies that facilitates easy communication. Every POD staff member will have a position within ICS and will be assigned a superior to report to.

The ICS should be used to determine the necessary job positions within the POD and to properly staff the POD. Job Action Sheets, with specific jobs for each positions in the POD, will be provided by WCHD.

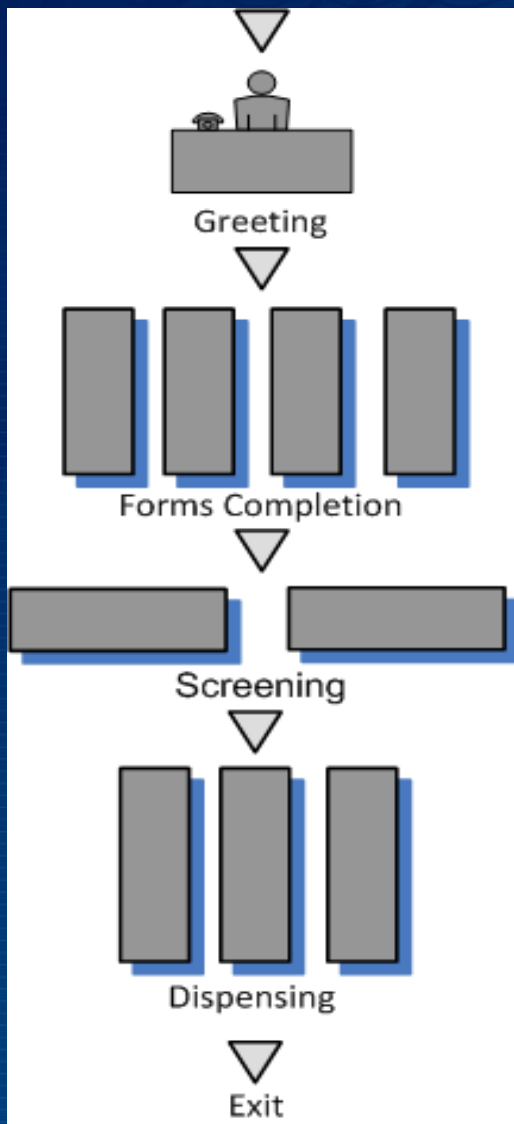
The number of staff needed to support the POD depends on the size of the POD site, the designated population to serve, and the time allotted for dispensing.

For example a POD operating 24 hours will need multiple shifts of staff for each job.

ICS ORGANIZATIONAL CHART EXAMPLE



SAMPLE POD STAFF NEEDS



← Greeters: Employee/clients that pick up intake forms (Average 1-4 staff)

← Space needed for employee/clients to fill out intake form.

← Screeners: Reviews intake forms for completeness. Directs participants to dispensing or secondary screening (Average 2-8 staff)

← Dispensers: Screen for appropriate medication based on dispensing algorithms (Average 3-10 staff)

★ Flow monitors: Ensure a steady pace through POD (Average 2-5 staff)

JOB ACTION SHEET EXAMPLE:

GREETER		WASHOE COUNTY HEALTH DISTRICT <small>ENHANCING QUALITY OF LIFE</small>
This job action sheet helps to explain some of the details surrounding what is expected of you in the position you have been assigned. Although this form describes many of the specifics surrounding your position, be prepared to have duties added or deleted during the duration of your assignment.		
Name:		
Functional Area you are assigned to in the POD:	Operations	
Position you are assigned to:	Greeter	
Person you report to:		
Person(s) who report(s) to you:		

MISSION
The mission of your POD site is to dispense as many pills or administer as many vaccines to the greatest number of people as safely and efficiently as possible. As a greeter you must ensure that the POD can carry out this mission by: <ul style="list-style-type: none"> • Making sure that clients who show signs or symptoms outlined in your case profile (provided by the DOC) do not enter the POD, and directing them instead to the nearest clinic/urgent care/hospital/emergency room. • Directing clients who do NOT show signs or symptoms outlined in the case profile to the Educator station. • <u>Providing informational sheets to clients.</u>

UNIFORM
Dress appropriately for the job you are assigned to do and comfortably for the season. A color-coded vest will be issued to you.

IMMEDIATE ACTIONS	Please task when completed
1. Sign in.	
2. Receive and put on POD Staff ID badge and vest that identifies you as a Greeter.	
3. Receive your staff packet, which may include:	

<ul style="list-style-type: none"> • Job Action Sheet • POD Staff Assignment Map • Organizational Chart 	
4. Refer to the "POD Staff Assignment Map" in your packet to show the area at the POD where you will be working. Follow the POD signage to your assigned location.	
5. READ YOUR ENTIRE JOB ACTION SHEET.	
6. Check in with your assigned ICS Supervisor (most likely POD Commander or Ops Section Chief). Obtain briefing and clarify authority regarding position assignment.	
7. Participate in a walk through/orientation of the POD site with all POD staff.	
8. Synchronize your watch with POD staff.	
9. Inventory your station(s). Based on this inventory, if any equipment or materials are missing, write these on a list and submit this to your assigned supervisor.	
10. Rehearse at your station: <ul style="list-style-type: none"> • Review signs and symptoms outlined in the case profile. 	
11. Participate in an initial rehearsal of POD operations with all POD staff.	
12. Notify the assigned supervisor when your station is ready to receive clients.	
INTERMEDIATE ACTIONS	Please task when completed
1. Ensure that clients who present with symptoms outlined in the fact sheets provided by the Washoe County Health District do not enter the POD and are directed to the nearest clinic/hospital/ER.	
2. Ensure clients who are NOT ill are directed to the Educator station.	
3. Welcome clients to the POD and provide them with prepared informational sheets.	
4. Advise your assigned supervisor on any greeting-related issues as they arise.	
5. Participate in POD staff briefings as needed.	
6. Coordinate breaks and mealtimes with security and other POD staff as appropriate.	
7. Maintain a unit log for your station (ICS Form 214) if advised by your assigned supervisor.	
DEMOBILIZATION	Please task when completed
1. If POD operations are ongoing at the conclusion of your shift, brief your replacement on any issues that occurred during your shift. Ensure that your activity log is submitted to your assigned supervisor.	

9. CONSIDER LAW ENFORCEMENT & SECURITY ISSUES

Consider your current security resources and capabilities and determine if additional security will be needed in an emergency to protect your facility and staff.

In the event of a public health emergency it is likely that law enforcement will be busy and will not be able to assist in POD security.

People attending the Private POD Site will need to feel safe to do so. Furthermore, all medications will need to be secured at all times.

CREATE A LIST OF EMERGENCY CONTACT INFORMATION FOR YOUR POD SITE.

10. POD MEDICAL FORMS:



In a Private POD Site, WCHD will provide the necessary medical paperwork for your organization to operate a POD. When and if an emergency occurs, the forms will be provided to your organization by WCHD.

You may choose to use either on-site or contracted medical personnel to oversee the medical assessment process to ensure proper health safety and privacy measures are being observed.

A list of forms that will be provided are on the next slide.

POD MEDICAL FORMS

1. Consent Form

This form gives consent to allow POD staff to administer the appropriate vaccine or medication to an individual.

2. Medical Screening Form

This form is used to determine which medication is appropriate for each individual and determines who is picking up medications and for how many people.

3. Guidelines for Vaccine Contraindications

This form outlines the precautions and contraindications that the vaccine or medication can have. It will help the POD staff to determine whether or not it is safe for that individual to receive the vaccine or medication.

4. Inventory Control Form

This helps POD staff track the number of vaccines/medication dispensed, this number will need to be reported to WCHD

Each form will vary based on the actual public health emergency. You must contact the Health District to receive the proper forms in the event of POD activation.

INVENTORY CONTROL

The inventory control form will be used to track the amount of medication dispensed so that the POD staff know how much medication is available at the POD at any point in time.

Inventory Control Form

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Date	Time	# Doxy Dispensed	# Cipro Dispensed	# Amoxi Dispensed	Tally Column	Initials



11. POD TEMPLATE PLAN

- **Download a POD template plan from the POD Planning and Activation Tools webpage. This is a comprehensive document that has the necessary forms for POD site planning.**
- **Also, each individual POD document is available under the POD Documents heading on the POD Planning and Activation Tools webpage.**

12. EXERCISE YOUR POD PLAN!

Make sure to practice the procedures you put into place. Exercising plans helps to identify any problems that can be rectified long before an emergency occurs.

Staff at the Health District are available to assist you in planning and conducting any Private POD Site exercises.

FOR MORE INFORMATION ABOUT POD SITE PLANNING AND ACTIVATION PLEASE CONTACT THE HEALTH DISTRICT

Email questions to POD@washoecounty.us